



Directions for Schools and Organizations Registration and Final Report Submission 2021-2022

Registration Deadline: Friday, November 5, 2021

School and Organization registration for Poetry Out Loud takes place through the Virginia Commission for the Arts Grant Portal.

1. Access the grant portal [here](https://www.grantinterface.com/Home/Logon?urlkey=vca) or via <https://www.grantinterface.com/Home/Logon?urlkey=vca>.
2. Create an account. Follow the prompts at the bottom of the login page.
3. If your school or organization already has an account and you are unable to access it, reach out to casey.polczynski@vca.virginia.gov for assistance.
4. Go to the applicant dashboard.
5. At the top of the dashboard click on the **"Apply"** tab.
6. Scroll down the page which includes all of the open applications for the Commission.
7. Stop when you see "Poetry Out Loud" program description and click on the **"Apply"** tab to the far right.
8. The **"Apply"** tab will open up the registration form. The form will auto save every 100 characters. When you have completed the form click on the **"Submit"** tab at the bottom of the page.
9. An automated email will be sent confirming that your registration has been submitted.

Final Report Deadline: Friday, December 10, 2021

1. Log into the system- <https://www.grantinterface.com/Home/Logon?urlkey=vca>
2. Go to the home icon—**"Applicant Dashboard"**
3. Scroll down on the applicant dashboard page to find **"Active Requests"**
4. Under **"Active Requests"**, locate Poetry Out Loud
5. Click to open the Poetry Out Loud tab
6. Under the Poetry Out Loud tab, locate **"Follow Up Forms"**
7. There will be **"Form Name" – "Final Report" POL**
8. Click on the blue **"Edit"** tab that is located to the far right
9. Once the form opens you will be able to complete. The form auto saves every 100 characters.
10. **"Submit"** the form at the bottom of the page once complete.

